

**Bedford Township**  
**Property Maintenance Code Inspection Checklist**

Address of Property \_\_\_\_\_ Number of Units \_\_\_\_\_ Date \_\_\_\_\_

Yes / No

**Exterior Property Areas:**

- \_\_\_\_\_ Sanitation – Yard areas clean and sanitary? 302.1
- \_\_\_\_\_ Grading and drainage – Yard areas free of stagnant water and/or erosion? 302.2
- \_\_\_\_\_ Sidewalks and driveways – Free of hazardous conditions and in good repair? 302.3
- \_\_\_\_\_ Weeds – Property areas free of noxious weeds? 302.4
- \_\_\_\_\_ Rodent harborage – All structures and exterior property free of infestation or harborage? 302.5
- \_\_\_\_\_ Exhaust vents – Do not discharge upon abutting or adjacent public or private property? 302.6
- \_\_\_\_\_ Accessory structures – Are maintained in a structurally sound and good repair condition? 302.7
- \_\_\_\_\_ Swimming pools – Clean and sanitary condition with intact fencing, gates, and enclosures? 303

**Exterior Structure:**

- \_\_\_\_\_ Exterior elements – Elements are protected by appropriate finishes in good condition? 304.2
- \_\_\_\_\_ Premises identification – Property has approved address posted on the premises? 304.3
- \_\_\_\_\_ Exterior structural elements – In good repair, structurally sound, and sanitary? 304.4
- \_\_\_\_\_ Foundation walls – In good condition, plumb, free from cracks, holes and breaks? 304.5
- \_\_\_\_\_ Exterior walls - In good condition, plumb, free from cracks, holes and breaks? 304.6
- \_\_\_\_\_ Roofs & drainage – Roof and flashings free from deterioration and water tight? 304.7
- \_\_\_\_\_ Decorative features – Decorative trim features properly anchored & in good repair? 304.8
- \_\_\_\_\_ Overhang extensions – Maintained in good condition, properly anchored & protected? 304.9
- \_\_\_\_\_ Stairways, decks, porches and balconies – Well maintained, structurally sound? 304.10
- \_\_\_\_\_ Chimneys and towers – Structurally safe and weather protected? 304.11
- \_\_\_\_\_ Handrails and guards – Firmly fastened, well maintained, and structurally adequate? 304.12
- \_\_\_\_\_ Windows, skylight and door frames – Sound condition, good repair, & weather tight? 304.13
- \_\_\_\_\_ Window Glazing – Free from cracks and holes? 304.13.1
- \_\_\_\_\_ Openable windows – Every operable window openable and will hold itself open? 304.13.2
- \_\_\_\_\_ Insect screens – Available from \_\_\_\_\_ to \_\_\_\_\_ for habitable spaces? 304.14
- \_\_\_\_\_ Doors – In good condition, operable hardware, locks tightly secure doors? 302.15
- \_\_\_\_\_ Basement hatchways – In good condition, weather, and rodent tight? 302.16
- \_\_\_\_\_ Basement windows – Provide rodent shields? 302.17
- \_\_\_\_\_ Building security – Doors, windows, hatchways of living space provide security? 302.18
- \_\_\_\_\_ Doors – Have deadbolts installed without need for keys (no sliding bolts)? 302.18.1
- \_\_\_\_\_ Windows – Operable sash within 6' of grade has sash locking devices? 302.18.2
- \_\_\_\_\_ Gates – In good condition and with where used for security have operable latches? 304.19

**Interior Structure:**

- \_\_\_\_\_ General: In multiple unit buildings, are the shared or public areas maintained structurally sound and in sanitary condition? 305.1
- \_\_\_\_\_ All structural elements are structurally sound and in good condition. 305.1.1
- \_\_\_\_\_ Structural members – Are capable of supporting the imposed loads. 305.2
- \_\_\_\_\_ Interior surfaces – Are maintained in a clean and sanitary condition. 305.3
- \_\_\_\_\_ Stairs and walking surfaces – Are structurally sound and in good repair. 305.4
- \_\_\_\_\_ Handrails and guards – Can support imposed loads and are properly attached. 305.5
- \_\_\_\_\_ Interior doors – Fit properly in jambs, hardware is intact and functional. 305.6

**Handrails and Guardrails: 307**

- \_\_\_\_\_ Every stair with 4 or more risers has a handrail not less than 30" or more than 42" measured vertically above the nose of the treads.
- \_\_\_\_\_ Guards shall not be less than 30" high above the floor of a landing, balcony porch, deck, ramp, or other walking surface unless exempted by the state building code.

**Light: 402**

- \_\_\_\_\_ Habitable rooms have window glazing equal to at least 8% of floor area 402.1

\_\_\_ \_\_\_ Common halls and stairways in 3 or more unit buildings require at least a 60 watt bulb or equal for every 200 sq. ft. and not be more than 30' apart. 402.2

**Ventilation: 403**

\_\_\_ \_\_\_ Habitable spaces require at least one openable window that opens at least 45% or required window area in 402.1. 403.1

\_\_\_ \_\_\_ Bathrooms and toilet rooms require operable window or mechanical ventilation. 403.2

\_\_\_ \_\_\_ Cooking facilities not allowed in rooming or dormitory units unless approved by the code official. Coffee pot and microwaves are not considered cooking appliances. 403.3

\_\_\_ \_\_\_ Clothes dryer exhaust shall be vented to the outside according to manufacturer's instructions. 403.5

**Occupancy Limitations: 404**

\_\_\_ \_\_\_ Dwelling, hotel, housekeeping, rooming, and dormitory units shall be arranged to provide privacy and be separate from adjoining spaces. 404.1

\_\_\_ \_\_\_ Rooms shall be at least 7' in any dimension, kitchens shall have min. 3' clear floor space in front of counters and appliances. 404.2 Habitable spaces, hallways, corridors, laundry areas, bathrooms, toilet rooms, and habitable basement areas shall have min. 7' ceiling height. 404.3 **Exceptions:** Beams spaced 4' or more may be max. 6" below ceiling; 1 and 2 family dwellings may have 6'8" ceiling in laundry study or recreation rooms with a clear height of 6' 4" under beams, girders, ducts and similar projections. Rooms for sleeping or similar purposes with sloped ceilings require min. 7' ceiling over 1/3 of room. Min. floor area calculated in area with 5' high ceiling or greater.

\_\_\_ \_\_\_ Bedroom min. area 70 sq. ft. for 1 person, and at least 50 sq. ft. for each person when more than 1. 404.4.1

\_\_\_ \_\_\_ Access to bedrooms shall not be the only means of access to other bedrooms or habitable spaces and shall not be the only egress from other habitable spaces except in single bedroom units. 404.4.2

\_\_\_ \_\_\_ Every bedroom requires access to one water closet and lavatory without passing through another bedroom. 404.4.3

\_\_\_ \_\_\_ Kitchens and non-habitable spaces not used for sleeping purposes. 404.4.4

**Overcrowding 404.5 (above sleeping room requirements also apply)**

\_\_\_ \_\_\_ At least 120 sq. ft. of living room for 1 - 2 occupants

\_\_\_ \_\_\_ At least 120 sq. ft. of living rm. And 80 sq. ft. of dining for 3 - 5 occupants.

\_\_\_ \_\_\_ At least 150 sq. ft. of living rm. And 100 sq. ft. of dining for 6 or more occupants.

**Efficiency Units 404.6**

\_\_\_ \_\_\_ 120 sq. ft. min. for 1 person

\_\_\_ \_\_\_ 220 sq. ft. min. for 2 persons

\_\_\_ \_\_\_ 320 sq. ft. min. for 3 persons

\_\_\_ \_\_\_ Kitchen sink, cooking appliance, and refrigerator with min. 30" in front of each with min. light and ventilation present?

**Food Preparation 404.7**

\_\_\_ \_\_\_ Food prep area provides storage, space for food prep. and sanitary disposal provisions for waste and refuse?

**Required Facilities 502**

\_\_\_ \_\_\_ At least one a bathtub or shower, lavatory, water closet and kitchen sink present and maintained in good condition and in a sanitary condition: lavatory must be in water closet room or be directly accessible outside the water closet space. Kitchen sink cannot be used as a lavatory.

\_\_\_ \_\_\_ Rooming houses have at least 1 water closet, lavatory and bathtub or shower for each 4 rooming units.

\_\_\_ \_\_\_ Employees' facilities have min. 1 water closet, 1 lavatory and 1 drinking facility. Drinking facilities shall not be in toilet or bathrooms.

\_\_\_ \_\_\_ Public toilet facilities maintained in good condition and are open to the public during occupancy?

**Toilet Rooms 503**

\_\_\_ \_\_\_ Toilet room provides privacy?

\_\_\_ \_\_\_ Toilet rooms serving hotel or rooming units accessible from not more than 1 story up or down?

\_\_\_ \_\_\_ Employee toilet facilities available within 500' max.

\_\_\_ \_\_\_ Floor surface in public spaces have hard surfaced floors and are maintained in a clean and sanitary condition.

**Plumbing System 504**

\_\_\_ \_\_\_ Plumbing fixtures are properly installed and maintained. 504.1

\_\_\_ \_\_\_ Plumbing fixtures have proper clearances for cleaning and maintenance. 504.2

\_\_\_ \_\_\_ System is free from cross connection hazards. 504.3

**Water System 505**

\_\_\_ \_\_\_ Plumbing fixtures are properly installed and water tight. 505.1

\_\_\_ \_\_\_ Hose bibs and other fixtures that have hoses left attached require vacuum breakers. 505.2

\_\_\_ \_\_\_ Water supply provides adequate pressure and volume to function properly. 505.3

\_\_\_ \_\_\_ Every required sink, lavatory, bathtub, shower and laundry facility has min. 110 degree hot water. (gas fired water heater shall not be installed in a bathroom toilet room, bedroom or other occupied closed room unless a code approved installation)

**Sanitary Drainage System 506**

\_\_\_ \_\_\_ All plumbing fixtures shall be properly connected to a public or approved private sewage system.

**Storm Drainage 507**

\_\_\_ \_\_\_ Drainage from roofs and paved areas does not create a public nuisance.

**Heating Facilities 602**

\_\_\_ \_\_\_ Dwelling heating capable of maintaining 68 degrees in all habitable rooms, bathrooms and toilet rooms during winter heating season. Cooking appliances and unvented fuel burning space heaters shall not be used for required heating. Temperature measured 3' above floor and 2' from center of exterior wall.

\_\_\_ \_\_\_ Fuel burning appliances properly installed and vented and provided with combustion air.

**Electrical Facilities 604**

\_\_\_ \_\_\_ Dwelling units have min 60 amp electrical service.

\_\_\_ \_\_\_ Electrical devices and equipment maintained in good condition and are fully functional.

\_\_\_ \_\_\_ Electrical system components are properly installed and in good repair.

\_\_\_ \_\_\_ Every habitable space contains at least two separate and remote receptacles.

\_\_\_ \_\_\_ Bathroom shall contain at least one ground fault circuit interrupter protected receptacle. 605

**Smoke Detectors 704**

\_\_\_ \_\_\_ Smoke detectors installed in each sleeping room and on a wall or ceiling outside the sleeping rooms and on each floor level.

**Comments:**

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